

Lovington Public Library District
Board Meeting Minutes
Tuesday, November 28, 2023

Members present: Cara Rennert, Kathy Ruff, Vicki Newberry, Rachel Kinney, Sara Gale, Letitia Clough,

Absent: Diane Gore, Meridith McDaniel

Visitors: none

Cara called the meeting to order at 6:35 pm.

The Pledge of Allegiance was said.

Kathy made a motion to appoint Sara Gale to fill James Caudle's 2 year unexpired term, Rachel seconded. Motion carried

Sara was appointed as trustee upon being given the oath.

Vicki made a motion to make Cara Rennert president, Sara seconded, Motion carried.

Minutes: Kathy made a motion to approve the minutes of the regular October board meeting and the October Decennial Committee meeting, Vicki seconded. Motion carried.

Treasurer's Report for October 2023: Rachel made a motion to accept the treasurer's report, Cara seconded. Motion carried.

Payment of Bills for October 2023: Cara made a motion to accept the October bills, Vicki seconded. Motion carried.

Public comments: none

Executive session: none

Librarian's Report:

- Numbers are a little low because of school being in session, but Letitia is still happy with the numbers that we have been having.
- Letitia is creating a training agenda for new hires so the information will be in one place.
- The January flier was presented.
- The Per Capita chapters 11, 12, 13 were reviewed.
- Cara made a motion to use the upcoming Per Capita funds to purchase a heavy duty shredder and to upgrade the computers that the patrons use, Sara seconded. Motion carried.

Old Business:

- Ameren Grant: Letitia would like to use the money to purchase more kids books and program supplies. Kathy made a motion to use the \$2,000 Ameren Grant for kids books and program supplies, Rachel seconded. Motion carried.

New Business:

- Vicki made a motion to renew the Intuit Payroll program for another year, Kathy second. Motion carried.
- The FOIA policy corrections were made and the new policy was reviewed.
- The Personnel policy was reviewed. Cara made a motion to approve the personnel policy with the understanding that the policy will become an active policy after 30 days of posting, Sara seconded. Motion carried.
- The Annual Financial Report is prepared by outside accountants. This document is turned into the Illinois Comptroller. Cara made a motion to approve the Annual Financial Report, Sara seconded. Roll call vote: Rachel - yes Vicki - yes Cara- yes Kathy-yes Sara-yes Motion carried.
- Vicki made a motion to pay the accountant \$1345 for preparing the Annual Financial Report, Kathy seconded. Motion carried.

Meeting adjourned at 7:31 pm.